

# Office Memorandum • UNITED STATES GOVERNMENT

25X1 TO : Chief,

FROM : Management Officer

SUBJECT: Proposed Change of Regulations

DATE: 24 Apr 50

1. It is believed that the attached draft of regulations can be improved if re-drafted, incorporating the following suggestions:

- a. Paragraph A.1. - Is this statement necessary? If so the delegations pertaining to overseas should be stated.
- b. Paragraph A.2. and A.4.a. - Repetition in separate paragraphs. Should be combined, probably under paragraph A.4.a.
- c. Paragraph A.3.a. - Two forms and action to be taken on them are described together. Suggest the paragraph be divided to explain table of requirements and Form No. 36-7 separately. Is it necessary to prescribe distribution of copies?
- d. Paragraph A.3.b. - Pertains to procurement and should not be a part of the programming paragraph.
- e. Paragraph A.4.d. - The statement "...\$100.00 per month nor \$300.00 in any quarterly period..." is not readily understandable. It is believed that a statement of the monthly limitation will suffice if it is intended to place the limitation on a monthly basis.
- f. Paragraph B.1. - Believe this statement unnecessary - paragraph B.2. contains all necessary information for field personnel.
- g. General comments
  - (1) The long sentences and paragraphs make understanding difficult.
  - (2) The text can be reduced by elimination of unnecessary words.

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